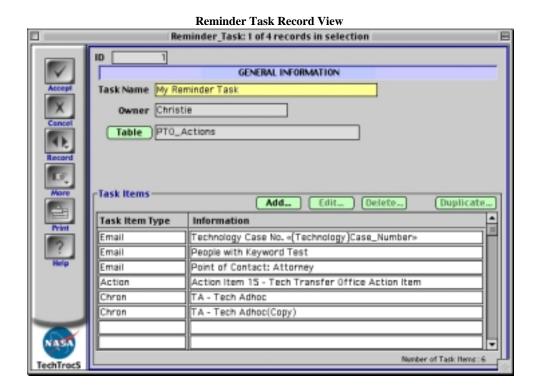# Reminder Task Duplicate Button - Tip #39

The duplicate button can be found within the Task Items area on the [Reminder Task] record screen. This feature is useful when the user needs to recreate a Task Item with only a few changes. To use the duplicate button, click the record to be duplicated once, to highlight it. This will enable the duplicate button. Click on the *Duplicate...* button and a copy of that Task Item will be created. A new record with (Copy) appended to the name will appear at the end of the Task Item list in the sub form.

Reminder Task Record View

Highlight the (Copy), click the *Edit...* button, and the record will be opened in its simple input form. Now the user is free to make the necessary changes to the record.

Reminder Task Item Simple Input